



STATE OF WYOMING  
DEPARTMENT OF CORRECTIONS

**Policies & Procedures**

**Authority:**  
**Wyoming Statute**  
**25-1-105; 7-13-420;**  
**6-10-109; 7-3-401;**  
**7-22-102; 7-18-101**  
**through 7-18-114;**

**Policy # 1.500** \_\_\_\_\_:  
**Section 1.5** \_\_\_\_\_:  
**Part I** \_\_\_\_\_  
**Title: Wardens'/**  
**Superintendent's Special Good**  
**Time Awards**

**Approved:**

\_\_\_\_\_  
Judith Uphoff /s/

**Director**

**Date Approved:** 02/04/00

**Effective Date:** March 17, 2000

**Supersedes Existing Policy #** Director's Executive Order #98-  
001

**Next Review Due:** March 17, 2001

I. Purpose

To establish a system providing guidance to the wardens/superintendents in the calculation and application of wardens'/superintendents' special good time awards to inmates.

II. Policy

It is the policy of the Wyoming Department of Corrections (WDOC) to manage the awarding of special good time so as to provide consistency in the calculation and application among the State's correctional facilities while maintaining each warden's/superintendent's discretion to grant or deny special good time to inmates as a matter of grace and not a right.

III. Rationale

Within the WDOC it is important to manage the awarding of special good time equitably and as efficiently as possible. This management should insure consistency and timeliness in calculating wardens'/superintendents' special good time.

IV. Definitions

- A. Adjusted Minimum Expiration Date: Calculated date on which the minimum sentence will expire, considering all special good time awards and court ordered credits or adjustments granted up to the date of calculation. This date will continue to change if an inmate continues to be awarded special good time.
- B. Authorized Correctional Facility: Any correctional facility which houses Wyoming inmates pursuant to W.S. §6-10-109, or W.S. §7-3-401, or any correctional facility

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operated pursuant to a contract with the State under W.S. §7-22-102 or W.S. §25-1-105(e).

- C. Community Correctional Facility or Program: A community based or community-oriented facility or program which is operated pursuant to the Adult Community Corrections Act W.S. 7-18-101 through 7-18-114.
- D. Flat Time: An inmate is considered to be on flat time if the parole board has removed all earned good time and all future good time earning ability on the inmate's maximum sentence. Though such a parole board action does not directly effect special good time, this policy lists flat time status as a condition of ineligibility for special good time.
- E. Good Time Allowance: A reduction of the maximum sentence of an inmate up to ten (10) days for each month served on a sentence. The allowance is based upon the inmate performance, conduct and behavior while in the correctional facility.
- F. Liaison: The employee designated by the Wyoming State Penitentiary warden for cases involving male inmates, and by the Wyoming Women's Center warden for cases involving female inmates, who is responsible for gathering inmate performance reports from other authorized correctional facilities.
- G. Maximum Sentence: The larger sentence in the original judgement and sentence pronounced by the court.
- H. Minimum Sentence: The smaller sentence in the original judgement and sentence pronounced by the court, less any court ordered credit.
- I. Projected Earliest Minimum Expiration Date: Earliest date the minimum sentence could possibly expire, calculated by deducting from the minimum sentence all past adjustments and all possible future awards of special good time. This date is only a projection and, depending upon the actual amount of future awards of special good time, may differ from the full minimum sentence or the adjusted minimum expiration date.
- J. Sole Discretion: Authority for determining special good time awards is given solely to the warden or superintendent of each correctional facility. The granting or refusal to grant special good time awards is a matter of grace and not a right of inmates, and

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nothing in this policy creates or is intended to create any constitutionally protected liberty interest in special good time.

- K. Special Good Time Allowance: A reduction of the minimum sentence of an inmate up to fifteen (15) days for each month served on a sentence, however special good time can only begin after an inmate has served six (6) months of a sentence. Said allowance is based on an inmate's performance, conduct and behavior while in the correctional facility. Special good time is awarded, and may be denied, at the sole discretion of the warden/superintendent of each correctional facility.
- L. Wyoming State Penitentiary (WSP): An adult male correctional facility for the State of Wyoming, located in Rawlins, Wyoming.
- M. Wyoming Women's Center (WWC): An adult female correctional facility for the State of Wyoming, located in Lusk, Wyoming.
- V. Procedure
  - A. Calculation of Projected Dates: Upon an inmate's arrival at the reception and assessment unit of the Wyoming Women's Center or that of the Wyoming State Penitentiary, the projected earliest minimum discharge date, the full minimum sentence date and the initial parole board appearance date for an inmate based on the projected full award of the special good time will be calculated. When the full award of special good time is not made the inmate may appear before the parole board substantially before the minimum date, as determined by parole rules. These projected dates will be calculated by the correctional facility's records supervisor. This will be done within thirty (30) days of inmate's arrival and placed into the inmate's base file. A copy of this calculation will be forwarded to WDOC central office. These calculations are made for planning purposes only and do not constitute a grant or expectation of any good time awards or parole eligibility.
  - B. Awarding Special Good Time:
    - 1. Privileges: The granting, refusal to grant, withholding or restoration of special good time shall be a matter of grace and not that of rights of inmates.

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2. Eligibility: A Wyoming inmate is eligible to receive awards of special good time after having physically served six (6) months of the sentence at a WDOC correctional facility, community corrections facility or authorized facilities except as follows:
  - a. The given sentence does not include a minimum sentence.
  - b. The inmate is on flat time.
  - c. The inmate is on escape status.
  - d. No awards of special good time will be given during the three (3) month period after an inmate has been found guilty or has plead guilty to a general disciplinary violation.
  - e. No awards of special good time will be given during the six (6) month period after an inmate has been found guilty or has plead guilty to a major disciplinary violation.
  - f. The inmate is housed in a prison, jail or facility which is neither a WDOC facility nor a facility that is included under the definitions of authorized correctional facilities and community corrections facilities.
  - g. The inmate's minimum sentence has expired.
  - h. The inmate was sentenced prior to January 1, 1974.
3. The warden/superintendent will designate staff member(s) to review and recommend special good time awards for eligible inmates:
  - a. Inmates may receive forty-five (45) days quarterly if no major or general disciplinary action is incurred.

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b. Review Period:

- (1) The first review period will commence nine (9) months after the inmate's arrival at the WDOC receiving correctional facility, but shall only include the last three (3) months for review purposes. The first period will include the full calendar month the inmates earning capability began plus two more calendar months.
- (2) The next and subsequent review periods will be three (3) calendar months in length.
- (3) If an inmate has been awarded parole, and will be released before the end of the next quarterly review period, and has not lost special good time eligibility, he/she may be awarded fifteen (15) days of special good time for each full month served during the quarter prior to his/her minimum release. As determined by the warden/superintendent, a partial month's award of special good time may be granted.
- (4) A copy of the above information will be given to the inmate and a copy forwarded to WDOC central office.

c. Award of Special Good Time:

- (1) Special good time awards will be made solely by the warden/superintendent and shall be a matter of grace not an entitlement to inmates.
- (2) Reports from other authorized correctional facilities and community corrections facilities will be made to the WSP's warden for male inmates and to WWC's warden for female inmates by the designated liaison.
- (3) The liaisons to other authorized correctional facilities will

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make their special good time recommendations to the respective wardens/superintendents.

- (4) The warden/superintendent or designee will report the amount of special good time to be awarded for the three (3) month review period to WSP's inmate records manager for male inmates or to WWC's inmate records manager for female inmates.
- (5) The minimum expiration date will be adjusted according to the amount of special good time awarded. A copy of this information will be given to the inmate and a copy forwarded to WDOC central office inmate records manager in a timely manner.

#### VI. Training Points

- A. What impact does the warden's/superintendent's special good time have on inmates' sentences?
- B. How much time must an inmate serve before he/she becomes eligible to receive awards of special good time?
- C. List the factors that would make an inmate ineligible to earn warden's/superintendent's special good time.
- D. What is the maximum amount of days of special good time in a quarter an inmate may earn?

DEPARTMENT OF CORRECTIONS  
SENTENCE INFORMATION DOCUMENT

INMATE NAME: _____	INMATE NUMBER: _____
Current Offense: _____	Concurrent Offense: _____
Sentence Date: _____	Sentence Date: _____
Length of Sentence: _____	Length of Sentence: _____
Credit off Sentence: _____	Credit off Sentence: _____
County: _____	County: _____
Docket Number: _____	Docket Number: _____
Judge: _____	Judge: _____
Monetary Obligations:	Monetary Obligations:
Restitution: _____	Restitution: _____
Attorney: _____	Attorney: _____
Fines: _____	Fines: _____
VCF: _____	VCF: _____
Other: _____	Other: _____
Date Received at Facility: _____	
Consecutive Sentences: _____	
Detainers: _____	

_____	<b>A. EARLIEST PROJECTED PAROLE ELIGIBILITY DATE</b> Date of sentence plus term of minimum sentence, less any court awarded credit off minimum; adjusted based on potential good time earnings off the minimum sentence. Inmate may or may not earn up to 15 days per month for each month served off the minimum sentence, beginning after six months are spent in a DOC institution, depending on behavior and at the Warden’s discretion. This date is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or parole eligibility on the given date.
_____	<b>B. INITIAL PAROLE BOARD APPEARANCE</b> (quarter and year) based on earliest projected parole eligibility date.
_____	<b>C. FULL MINIMUM SENTENCE EXPIRATION DATE</b> Date of sentence plus term of minimum sentence, less any court awarded credit off minimum. Date on which inmate will be eligible for parole consideration if no good time is earned towards the minimum sentence.
_____	<b>D. EARLIEST PROJECTED MAXIMUM DISCHARGE DATE</b> Date of sentence plus term of maximum sentence, less any court awarded credit; adjusted based on potential good time earnings off the maximum sentence. Inmate may earn up to ten days per month off the maximum sentence for each month spent incarcerated in a DOC institution. This date is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or discharge date. Good time off the maximum sentence may be removed by the board of parole and cannot be earned while on probation or parole. This date will change in the event good time is removed or inmate is released to parole.
_____	<b>E. FULL MAXIMUM SENTENCE DISCHARGE DATE</b> Date of sentence plus term of maximum sentence, less any court awarded credit; date upon which sentence will expire if inmate is continuously incarcerated in a DOC institution without good time earnings. This date may change if there are periods of non-incarceration for which sentence credit is not given.
_____	<b>F. PROJECTED PAROLE DISCHARGE DATE</b> Maximum sentence less the good time earned while incarcerated in a DOC institution. Upon release to parole the inmate will no longer be earning good time credits; therefore, the earliest projected maximum discharge date (D) is recalculated to reflect no earnings while on parole. This date may change in the event of revocation.

This is an important document - safeguard it for your future reference.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_